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## **TIPS FOR DATA COLLECTION FOR M/W/DBE PROGRAMS**

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### **PRIME CONTRACT PAYMENT DATA**

Prime contract data should contain the following information:

- ◆ Prime contract identification number or code
- ◆ Prime contract name (if different from identification number or code)
- ◆ Dollar amount of payment(s) to prime contractor
- ◆ Department code, fund code, and object code of payment
- ◆ Date(s) of payment to prime contractor
- ◆ Date of prime contract award
- ◆ Original dollar amount of prime contract award
- ◆ Business name of prime contractor
- ◆ General description of services performed or goods supplied under prime contract
- ◆ M/W/DBE/Non-M/W/DBE status of prime contractor (including race, ethnicity, and sex)
- ◆ Prime contractor address, telephone number and e mail address
- ◆ Prime contractor contact person and title
- ◆ Four digit SIC/NAICS code
- ◆ Date of prime contract completion
- ◆ Total contract amount (inclusive of all change orders)
- ◆ Indicator for whether or not prime contract has subcontracts (all tiers)

## **SUBCONTRACT DATA PAYMENT DATA**

Subcontractor data should contain the following information:

- ◆ Procurement area (construction or professional services) of prime contract with which subcontract is associated
- ◆ Prime contract identification number or code
- ◆ Prime contract name (if different from identification number or code)
- ◆ Subcontract identification number
- ◆ Subcontract name (if different from identification number or code)
- ◆ Date of subcontract award
- ◆ Original dollar amount of subcontract
- ◆ Business name of subcontractor
- ◆ Description of services performed or goods supplied by subcontractor
- ◆ M/W/DBE/Non-M/WDBE indicator for subcontractor (including race, ethnicity, and sex)
- ◆ Subcontractor address, telephone number and e mail address
- ◆ Subcontractor contact person and title
- ◆ Four-digit SIC/NAICS code(s) for subcontractor
- ◆ Other available information concerning firm specialties/work areas
- ◆ Date of subcontract completion
- ◆ Total dollar amount received by subcontractor (inclusive of all change orders)
- ◆ Indicator for whether or not subcontractor has higher tier subcontractors (all tiers)